



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS</b>
<b>MEETING DATE AND TIME:</b>	<b>Tuesday, May 13, 2008 at 2:00 p.m.</b>
<b>PLACE:</b>	861 Silver Lake Blvd, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Bldg.
<b>MINUTES APPROVED:</b>	Approved July 8, 2008

**MEMBERS PRESENT**

Jerrold Spilecki, Professional Member, President  
Carolyn Cotter, Public Member, Vice-President  
William Daisey, Public Member  
Virginia Gray, Professional Member  
Maria Simoes, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Chris Spizzirri, Deputy Attorney General  
Nicole M. Williams, Administrative Specialist II

**MEMBERS ABSENT**

Lillie Mae Johnson, Public Member, Secretary  
Fatima Woodard, Public Member  
Frances Wimbush, Healthcare Member

**OTHERS PRESENT**

No others were present

**CALL TO ORDER**

Mr. Spilecki called the meeting to order at 2:10 p.m.

**REVIEW OF MINUTES**

The Board reviewed the minutes of the April 15, 2008 meeting. Ms. Simoes made a motion, seconded by Ms. Cotter, to approve the minutes as presented. The motion was unanimously carried.

## UNFINISHED BUSINESS

### Temporary NHA License Application – Timothy Ballas/Debra Hufnell

The Board reviewed the official letter of request to withdraw the temporary NHA application submitted by Mr. Timothy Ballas and Ms. Debra Hufnell. Mr. Daisey made a motion seconded by Ms. Cotter to approve the request. The motion was unanimously carried.

### Review of Rules and Regulations

Mr. Spizzirri advised the Board of some of the items in the current rules and regulations that he had streamlined as well as his working towards condensing the Board's substantially related crimes list. Mr. Spizzirri requested that the Board members present offer any suggestions or ideas as to reviewing the list in its entirety and deciding which crimes do not belong on the list.

Ms. Simoes advised the Board of possibly categorizing the current list to assist in streamlining. Mr. Spizzirri concurred but also advised the Board to look at the list and throw out any crimes they deem not substantially related to the nursing home administrator's profession.

Mr. Daisey advised the Board to consider merging the degree related crimes into one. For instance, crimes that are in the first, second and third degree are combined into one crime category and not a separate crime for each degree.

Mr. Daisey further suggested streamlining the crimes list by categorizing the misdemeanors from the felonies. Mr. Spilecki advised the Board to review the list and consider removing the obvious crimes that are not substantially related. Mr. Spizzirri advised that he will have the crimes list streamlined and ready for the Board's review at the July meeting.

Mr. Spizzirri then inquired if the Board had any further suggestions regarding any other changes to the rules and regulations. Mr., Spilecki advised the Board that their current Administrator-In-Training (AIT) program needs to be reviewed and updated to higher standards. Ms. Gray elaborated in stating that Maryland's current AIT program is more stringent and better detailed and outlined and is a 12 month program for all AIT applicants regardless of experience or educational background. Ms. Williams advised the Board that she will look into a few of the surrounding states' current AIT programs and prepare a report, an updated AIT program outline, and progress report for the Board to review at the July meeting.

## NEW BUSINESS

### Review of Continuing Education

There was no continuing education applications submitted for the Board to review.

### Continuing Education Audits

The Board made no action.

### Complaints

There were no new complaints for the Board to review.

### Reports

The Board reviewed the final AIT program progress report for Mr. Timothy Ballas. Ms. Cotter made a motion seconded by Mr. Daisey to accept the progress report and the completion of Mr. Ballas's AIT program as submitted. The motion was unanimously carried.

#### Review of Nursing Home Administrator Applications

The Board reviewed the Nursing Home Administrator applications with a request to sit for the NAB exam for Timothy Ballas and Jeffery Blaier. Mr. Spilecki made a motion seconded by Ms. Cotter to approve both Mr. Ballas and Mr. Blaier to sit for the NAB exam and approved them for licensure upon receipt of their passing exam score report. The motion was unanimously carried.

#### Review of Nursing Home Administrator Reciprocity Applications

The Board reviewed the reciprocal Nursing Home Administrator applications for Terry A Reardon of Florida and Carol A. Leashefski of Pennsylvania. The Board tabled the application for Terry A. Reardon due to Florida not being a state that is substantially equivalent to Delaware. Mr. Spizzirri advised that he will need to review Florida's statute and Rules and Regulations.

Ms. Gray made a motion seconded by Ms. Cotter to approve Ms. Carol A. Leashefski as a licensed Nursing Home Administrator by reciprocity through the state of Pennsylvania. The motion was unanimously carried.

#### Administrator-in-Training Applications

There were no AIT applications submitted for the Board to review.

#### Other Business before the Board (for discussion only)

Ms. Williams advised the Board of the request from The House of Representatives stating that one member from the Board must be elected to serve on the Task Force for reviewing coordination of health care, social and legal services for Delawareans with Disabilities. Mr. Spilecki, Board President, volunteered to serve on this Task Force.

#### PUBLIC COMMENT


There was no public comment.

SCHEDULED MEETING – The next meeting will be held on July 8, 2008 at 2:00 p.m. at 861 Silver Lake Boulevard, Cannon Building, Conference Room B, Dover, Delaware.

#### ADJOURNMENT

There being no further business, Ms. Cotter made a motion, seconded by Ms. Simoes, to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 4:15 p.m.

Respectfully submitted,



Nicole M. Williams  
Administrative Specialist II